ROU Brief - 5/29/96

For: AVP/RSM/RBM/ROM/KAM/RM-DFM/AE/MC/PC/PRC/SC

FSC-94-A

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ROU DETAIL

New General Ledger (G/L) Software Package

Effective June 1, 1996, RJR will begin using a new General Ledger (G/L) Software Package to prepare the company's financial statements. The Selling Expense Trend and Part-Time Labor reports will continue to be distributed on-line via Control-D. However, as part of the transition, a test run of the report distribution process will be performed on May 29. This test run will automatically produce and distribute hardcopies of all reports for April business on a one-time basis only. After this test run, RBM's will need to continue accessing Control-D for their reports in the normal manner.

Program Contact: Deborah Culler, extension #4430

Employment Poster

Within the next few days, you will receive a quantity of revised employment posters and executive statements for the ROU and any offices which are still maintained in the region. Please distribute posters and statements as required and ensure that they replace existing postings. If you need additional quantities, please contact Mary Ruth Crim, Sales & Marketing Human Resources, extension #2712.

These posters and statements should be prominently displayed in an area of each office where they can be readily accessed and examined by any employee who works in or out of the office. Other employment postings may be required by the states in which our offices are located. You should periodically check with your State Department of Labor to determine and obtain required state postings.

Program Contact: Frank Beck, extension #0471

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Source: https://www.industrydocuments.ucsf.edu/docs/klbp0000

➧ *Field Sales Order Entry Issues*

We have recently had several problems with Field Sales regular orders and general shipments. The ROU Coordinators who handle ordering materials apparently assumed items were packed in eaches, while in fact items were packed in SKUs of 25, 100, etc. As a result, Sales and Marketing Materials groups and Field Sales has spent a great amount of time cancelling and re-entering orders.

Please review SKU packing prior to entering your orders to avoid this problem in the future.

Program Contacts: Wanda Snow, extension #3325
Geraldine Nicks, extension #3328

➧ *BPE Enhancements - "Clean-Up Functions"*

New "clean-up" functions will be available in BPE on Wednesday, May 29, 1996. The new functions are:

V59 - Clean up VAP Templates
G59 - Clean up Generic Templates
W59 - Clean up WAM Templates

The purpose of these functions is to "clean up" existing templates by removing any accounts within the template(s) that are marked deleted on the SIS Master List.

You may choose up to 20 templates or press PF6 to choose all. To submit the report which will show templates "before" and "after" with number of accounts and quantity, press PF9.

Program Contact: Sandy Reading, extension #3775

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Source: https://www.industrydocuments.ucsf.edu/docs/klbp0000